

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30.</b>			1. REQUISITION NUMBER A20443184		PAGES 1 OF (1) PAGE(S)	
2. CONTRACT NO. GS00Q14OADU116	3. AWARD/EFFECTIVE DATE 09/30/2016	4. ORDER NUMBER GSQ1116BJ0037	5. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE	
7. FOR SOLICITATION INFORMATION CALL:	a. NAME		b. TELEPHONE NUMBER (No Collect Calls)		8. OFFER DUE DATE/ LOCAL TIME	
9. ISSUED BY GSA Region 11 Marion Williams 301 7th Street, SW Washington, DC 20407-0000 United States (202) 708-6100		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIC: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED Destination <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	12. DISCOUNT TERMS NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS	
15. DELIVER TO Sylvia Bentley ASST. SECY OF THE NAVY (MANPOWER & RESERVE AFFAIRS PENTAGON ROOM 4E788 WASHINGTON, DC 20350 United States (703) 693-0389		16. ADMINISTERED BY Marion Williams (202) 708-6100				
17a. CONTRACTOR/ OFFEROR Janet Skahill GENERAL DYNAMICS INFORMATION TECHNOLOGY, INC. 3211 JERMANTOWN RD. FAIRFAX, VA 22030-2844 United States 401-845-3658		18a. PAYMENT WILL BE MADE BY General Services Administration (FUND) The contractor shall follow these <a href="#">Invoice Submission Instructions</a> . The contractor shall submit invoices electronically by logging into the ASSIST portal ( <a href="https://portal.fas.gsa.gov">https://portal.fas.gsa.gov</a> ), navigating to the appropriate order, and creating the invoice for that order. For additional assistance contact the ASSIST Helpdesk at 877-472-4877. Do NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).				
17b. <input type="checkbox"/> CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED				
19. ITEM NO	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
ITEM NO.	TASK ITEM DESCRIPTION			PREVIOUS MOD AMT	MOD CHANGE AMT	NEW MOD AMT
0001	BASE YEAR CLINs 0001 thru CLIN 0005 (CLIN 0007 Optional)			(b) (4)		
0002	BASE YEAR T&M CLIN 0006					
0003	BASE YEAR SUPPORT MATERIALS - CLIN 0008 and TRAVEL CLIN 0009					
0004	CLIN 0010 - CAF					
This is an award of a Firm Fixed Price (FFP), Labor Hour (LR) and Cost Reimbursable task order for Navy DACM. The period of performance is one base period and two, (1) year option periods. The base year period of performance is 09/29/2016 through 09/28/2017 and is fully funded in the amount of \$2,968,625.00 as follows:  Mandatory FFP CLINS \$(b) (4) Mandatory LH CLIN \$(b) (4) Cost Reimbursable CLINS \$(b) (4) CAF \$(b) (4)  The total task order amount is \$(b) (4) if all options are exercised.						
25. ACCOUNTING AND APPROPRIATION DATA 285F.Q11FA000.AA20.25.AF151.H08...				26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$2,968,625.00		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 and 52.212-5 ARE ATTACHED. ADDENDA ATTACHED. <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ATTACHED.						
28. CONTRACTOR IS NOT REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE.  <input type="checkbox"/> CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND			29. AWARD OF CONTRACT: REFERENCE OFFER DATE . YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			

ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.					
30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA ( <i>SIGNATURE OF CONTRACTING OFFICER</i> ) Marion Williams			
30b. NAME AND TITLE OF SIGNER (Type or print)	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER ( <i>Type or print</i> ) Marion Williams (202) 708-6100		31c. DATE SIGNED 9/27/2016	
32a. QUANTITY IN COLUMN 21 HAS BEEN		32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE		32c. DATE	
32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT		
37. CHECK NUMBER		38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY ( <i>Print</i> )			
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER GSA Finance Customer Support 816-926-7287	41c. DATE	42b. RECEIVED AT ( <i>Location</i> )			
		42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS		
AUTHORIZED FOR LOCAL REPRODUCTION		SEE REVERSE SIDE FOR OMB CONTROL NUMBER AND PAPERWORK BURDEN STATEMENT		<b>STANDARD FORM 1449</b> (REV. 4-2002) Prescribed by GSA - FAR (48 CFR) 53.212	

## **SECTION C –STATEMENT OF WORK (SOW)**

NOTE: The Section numbers in this TO correspond to the Section numbers in the OASIS Contract. Section C of the contractor's OASIS Contract is applicable to this TO and is hereby incorporated by reference. In addition, the following applies:

### **C.1 BACKGROUND**

The Navy Director, Acquisition Career Management (DACM) developed an Acquisition War Room training opportunity that incorporates lessons learned from U. S. Naval Room Strategies.

Although the training opportunity originally focused on the Naval Surface Fleet, it applies to all Naval Warfare. There are now six rooms:

- **Main War Room:**

Explores the national and international forces that shape Navy thinking

- **Evolution of the Navy War Room:**

Studies the history of the Navy and provides analysis at critical junctures throughout the Nation's history.

- **Organization of the Navy War Room:**

Explores how DON has organized itself through the years to maintain, mobilize, operate, and fight.

- **Material and Acquisition War Room:**

Looks historically at the evolution of the Navy's Material Establishment in order to inform what establishment is needed in the next 30 years in terms of science and technology, manufacturing and production, organization and management processes, infrastructure and industrial base, workforce and people and contracts and financing.

- **Program Manager's War Room:**

Examines how to meet the challenge of a major acquisition program as it passes from initiation to in-service in the context of forces often outside of a Program Manager's control.

- **Shipbuilding and Modernization War Room:**

Provides Program Managers practical lessons learned from naval shipbuilding.

## SECTION C –STATEMENT OF WORK (SOW)

### C.1.1 PURPOSE

The primary purpose of this acquisition is to provide continued the necessary professional support to develop, operate and sustain/maintain the Department of the Navy, Assistant Secretary of the Navy for Research, Development, and Acquisition (ASN (RD&A)) War Room(s) project. This effort will:

### C.1.2 AGENCY MISSION

The Assistant Secretary of the Navy for Research, Development, and Acquisition (ASN (RD&A)) has a requirement to professionally develop program managers. ASN (RD&A) has the responsibility, through the Navy Director, Acquisition Career Management (DACM), over all matters related to the improvement of the acquisition workforce through education, training and career management. From 2005 through 2009, the Chief of Naval Operations (CNO) performed a related and relevant task. Specifically, the CNO commissioned the Surface Warfare Capabilities Study for the 21st Century (SWCS-21) to ***“...assist in defining a compelling and enduring strategy for the evolution and introduction into the U.S. Navy’s Surface Combatant fleet, especially cruisers and destroyers, capabilities and supporting infrastructure needed to cope with projected threats of the first half of the 21st century.”*** The “Study” served as a professionals’ forum comprising retired flag and general officers, former Civil Servants, current and retired Naval Officers, both line and engineering duty, and current and engineers of multiple disciplines (Systems, Mechanical, Naval Architecture, etc.). ASN (RD&A) utilized the body of work in the SWCS-21 study to better prepare both current and prospective Program Managers PM/DPMs, APs, and others as directed for their duties in the field of acquisition.

### C.1.3 OBJECTIVES

The objectives of this requirement are to:

- Sustain the current War Rooms
- Develop one or more additional War Room(s) (e.g. Aviation, Acquisition Work Force (AWF), Cyber Security, and TBD). Execute incorporating the War Room(s) into the PM Work Shop.
- Brief War Rooms
  - Execute a PM Work Shop acquisition training course based on the contents of the existing six War Rooms
  - Maintain the previously developed online/portable format of the four-day acquisition training course
  - Provide support for consultation, War Room, and course development, maintenance, and special studies

## **SECTION C –STATEMENT OF WORK (SOW)**

### **C.2 SCOPE**

The scope of the work consists of 8 tasks, excluding transition “in” and “out” and two options:

- Task 1: Program Management
- Task 2: Host, Maintain, and Brief Current War Rooms
- Task 3: Conduct and Maintain the PM Workshop Course
- Task 4: Revise and Maintain the Portable (Electronic) Version of the PM Workshop Course
- Task 5: Provide Specialized Consulting Support
- Task 6: Create Additional War Room (Aviation, AWF, and Cyber Security)
- Task 7: Transition-In Services
- Task 8: Relocation to a Government Facility

### **C.3 TASKS**

The following tasks are in support of this TO and are detailed below:

#### **C.3.1 Task 1      Program Management**

The contractor shall provide program management support under this TO. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this Statement of Work Statement (SOW). The contractor shall identify, by name, a Program Manager (PM), who shall provide management, direction, administration, quality control, and leadership of the execution of this TO. The contractor shall schedule meetings and provide deliverables in accordance with (IAW) Section F.

##### **C.3.1.1 Subtask 1 – Kick-Off Meeting**

The contractor shall schedule, coordinate, and host a Project Kick-Off Meeting at Navy DACM. The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include vital contractor personnel, to include the PM, representatives from the Navy, other relevant Government personnel, the NCR AAS Contracting Officer (CO) and NCR AAS Contracting Officer Representative (COR).

The contractor shall provide the following at the Kick-Off meeting:

Draft Project Management Plan (PMP); final PMP approved by the Government shall be due 10 days after the Kick-Off

##### **C.3.1.2 Subtask 2 – Prepare a Monthly Status Report**

## SECTION C –STATEMENT OF WORK (SOW)

The contractor shall develop and provide an MSR using Microsoft (MS) Office Suite applications, by the tenth of each month via electronic mail to the Navy DACM Technical Point of Contact (TPOC) and the NCR AAS COR.

The MSR shall include the following:

- a. Activities during reporting period, by project (include: on-going activities, new activities, activities completed; progress to date on all above mentioned activities). Start each section with a brief description of the project.
- b. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- c. Personnel gains, losses, and status (security clearance, etc.).
- d. Government actions required.
- e. Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- f. Summary of trips taken, conferences attended, etc. (attach Trip Reports to the MSR for the reporting period).
- g. Accumulated invoiced cost for each CLIN up to the previous month.
- h. Projected cost of each CLIN for the current month.

C.3.1.3 Subtask 3 - Prepare a Project Management Plan (PMP)The contractor shall document all support requirements in a PMP.

The PMP shall:

- a. Describe the proposed management approach.
- b. Contain detailed SOPs for all tasks.
- c. Include milestones, tasks, and subtasks required in this TO.
- d. Provide for an overall Work Breakdown Structure (WBS) and associated responsibilities and partnerships between or among Government organizations.
- e. .

The contractor shall provide the Government with a draft PMP, on which the Government will make comments. The final PMP shall incorporate the Government's comments. The PMP is an evolutionary document that shall be updated annually at a minimum. The contractor shall work from the latest Government-approved version of the PMP.

### C.3.1.4 Subtask 4 – Prepare Trip

The Government will identify the need for a Trip Report when the request for travel is submitted. If a Trip Reported requirement is identified by the Government, the contractor shall provide a Trip Report within five days after trip completion. The contractor shall keep a summary of all long-distance travel including the name of the

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employee, location of travel, duration of trip, and point of contact (POC) at the travel location.

### C.3.1.5 Subtask 5 – Transition In-Out Execution

Transition In-Out Execution shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor/Government personnel at the expiration of the TO.

The contractor shall identify how it will coordinate with the incoming/outgoing contractor and/or Government personnel to transfer knowledge regarding the following:

- a. Project management processes.
- b. Points of contact.
- c. Location of technical and project management documentation.
- d. Status of ongoing technical initiatives.
- e. Appropriate contractor-to-contractor coordination to ensure a seamless transition.
- f. Schedules and milestones.
- g. Actions required of the Government.

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings.

### C.3.1.6 Subtask 6 – Implement Transition-Out

The contractor shall implement its Transition-Out Plan NLT 30 calendar days prior to expiration of the TO.

### C.3.1.7 Subtask 7 - In Progress Reviews (IPR)

The contractor shall conduct quarterly IPRs. The contractor shall prepare and deliver an agenda one week prior to the IPR meeting to the TPOC and COR. The IPR shall provide stakeholders with an overview of all projects, issues revolving around the projects, and project financial information.

## C.3.2 Task 2 - Host, Maintain, and Brief Current War Rooms

### C.3.2.1 The contractor shall host:

The War Rooms shall be hosted at the contractor's facility located within 35 miles of the Pentagon, Washington, D.C. with Metro/public transportation accessibility. The contractor shall be prepared to provide access and brief students/visitors at the end of the 30-day transition period. The contractor shall be responsible for outfitting, set-up, and maintaining all war room materials.

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### C.3.2.2 The contractor shall maintain:

The contractor shall collect feedback/issues from students and visitors and shall compile an after-action report that summarizes feedback from students and visitors, shall assess the feedback, and shall make recommendations to the DACM for any changes/updates to the war-rooms.

### C.3.2.3 The contractor shall brief:

- a. Program Executive Officers (PEOs), Program Managers/Deputy Program Managers, APs, Congressional members, and other visitors approved by the Navy DACM.
- b. Brief any combination of the existing War Rooms to newly selected PEOs and ACAT I/II Program Managers/Deputy Program Managers (PMs/DPMs) (approximately 20 per fiscal year). The sessions will normally be a half-day in duration.

**NOTE TO OTHER THAN THE INCUMBENT:** The contractor shall include in their costs all moving and setup costs, as well as costs for the hosting, briefing, and upkeep of the War Rooms.

### **C.3.3 TASK 3 Conduct and Maintain the PM Workshop Course**

C.3.3.1 The contractor shall conduct and maintain the existing war room PM Workshop classroom acquisition training course for prospective Program Executive Officers (PEOs), Program Managers/Deputy Program Managers (PMs/DPMs), Acquisition Professionals (APs), and others as directed by ASN (RDA).

C.3.3.2 The PM Workshop course shall be offered to newly selected PEOs and ACAT I/II PMs and shall be taught by contractor-provided SMEs, in an instructor-led (face-to-face) format in the War Room complex.

C.3.3.3 The PM Workshop course shall encompass a perspective of the Acquisition War Rooms; acquisition lessons learned; broadened perspective for success; and understanding complex acquisition challenges. The course shall include an overview of material of all existing War Rooms. At a minimum, course material shall include the material in the following war-rooms:

- Main War Room: – Provides a comprehensive view of the numerous dimensions and conditions that a program manager may have to deal with including the national security environment; present and future vulnerabilities and dangers to the nation; the spectrum of possible national military strategies; the type of navy required; the roles, missions and composition of that navy; the planning needed to engineer and build the type of fleet required; and the numerous factors needed to



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execute that planning including program organization, financing and tasking approaches, and the means to gain the expertise needed.

- Evolution of the Navy War Room – Tells the history of the U. S. Navy since 1775. In particular, it explores five major themes or debates that have affected the composition of our fleet – “joint” vs. “service-unique” warfighting, general vs. special purpose ships, force structure size and composition, nature and perception of the threat, and the role of the shore establishment. A comparison with the British Navy of the 1800s is also briefly drawn.
- Organization of the Navy War Room – This war room also looks at the Navy’s history and examines the evolution of the organizations formed (1) to maintain the Navy, (2) mobilize the Navy, and (3) operate and fight the Navy. The organizations have never been identical and have always been somewhat in tension with each other.
- Material and Acquisition War Room: Investigates changes in the Navy Material Establishment over the last 110 years in the context of the environment of the time. It reviews the evolution of the : 1) Science & Technology Base, 2) Development and Manufacturing Base, 3) In-Service Support Base, and the methods for connecting them into an “establishment” including a) Organization and People, b) Contracts and Financing, and c) Infrastructure and Executing Activities. In particular, it examines the key forcing functions, inflection points and models that resulted in different eras.
- Program Manager’s War Room: Captures the history, lessons and beliefs that led to the success of two of the Navy’s most important programs: AEGIS and POLARIS. It also examines a number of less successful programs in the same terms.
- Shipbuilding & Modernization War Room: Created to address the unique challenges of a shipbuilding program/deputy program manager and his/her staff (as well as the challenges of the program/deputy program managers of weapons and other shipboard items). This war room provides a detailed look at how warships have been constructed, converted and modernized, including studies of contemporary ship classes. It is intended to capture the lessons from post-WW II shipbuilding programs that acquisition professionals may find useful in their own programs.

C.3.3.4 The contractor shall gather feedback from each course to confirm the effectiveness of the courseware and shall revise courseware/curricula based upon lessons learned during piloting.

C.3.3.4.1 The Contractor shall develop for each course a Post-Course Student Questionnaire to identify and capture any problems, issues, concerns, or gaps that the students have concerning the content and format. Any recommended and approved

## **SECTION C –STATEMENT OF WORK (SOW)**

changes not within scope of the Task 2 effort will be proposed as a Task 5 maintenance effort for review and approval by the Navy DACM.

C.3.3.4.2 Modifications if required to the course are approved by Navy DACM, the Contractor shall provide the instructor/facilitator with updated scripts/guidance for presentation of the course. The participant material packet provides the participant with the materials discussed in the course for future reference. The instructor/facilitator and the participant material shall be prepared for distribution in a three-ring binder with a copy also on DVD. The following items, at a minimum, shall be included in the instructor/facilitator package:

- A table of contents
- A list of materials required to present the course
- A lesson plan/scripts with approximate time estimates to present each section
- A list of frequently used acronyms
- A list of references to other manuals and guides related to acquisition training
- Hardcopies of the presentations.

The following items, at a minimum, shall be included in the participant material packet

- A table of contents
- A schedule
- A list of organization-specific and Federal regulations and policies
- A reference list of manuals and guides for more information
- A list of frequently used acronyms
- Hardcopies/electronic (DVD) of the presentations

C.3.3.4.3 The contractor shall be responsible for maintaining a course schedule per year, for the length of the task order. The course schedule shall be provided to the DACM and other representatives as designated by the DACM and shall be aligned with the PMT 402 Executive Program Manager's Course of instruction.

C.3.3.4.4 The courseware, materials, and curricula for these courses shall be tailored to the Acquisition Workforce needs, and may be used by a contractor or by the Director, Acquisition Career Management or designated representative in subsequent training sessions.

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### **C.3.4 Task 4: Revise and Maintain the Portable (Electronic) Version of the PM Workshop Course**

C.3.4.1 The contractor shall make revisions or adjustments to the existing portable (electronic) version of the online course when changes to the content require an update.

C.3.4.2 The Contractor shall develop a Post-Course Student Questionnaire to identify and capture any problems, issues, concerns, or gaps that the students have concerning the content and format of the courseware and curriculum. Feedback will be used to update and revise the course. Any recommended and approved changes not within scope of the Task 2 effort will be proposed as a Task 5 maintenance effort for review and approval by the Navy DACM.

C.3.4.3 The contractor shall ensure that the portable version is Internet/Intranet capable and is 508 compliant, or shall provide a suitable alternative after any revisions or maintenance changes are implemented.

### **C.3.5 Task 5: Provide Specialized Consulting Support**

C.3.5.1 The contractor shall provide Navy/USMC PMT 401 and PMT 402 students (approximately 4 sessions of 8 students) a half-day briefing session at the War Room. The contractor shall be responsible for enhancing the PMS/DPMs and APs course of study in PMT 401 and PMT 402 by providing SMEs to review, advise, and critique the PM's/DPM's or AP's Problem Statement prior to PMT 401 and PMT 402 attendance. The contractor shall prepare an outline of material to use for face-to-face brain storming sessions provided to PMs/DPMs who will attend PMT 401 and PMT 402.

C.3.5.2 During the first week of the course, PMs/DPMs or APs attending the PMT 401 or PMT 402 course will visit the Acquisition war room complex to discuss the problem statement for their case study with the SMEs. This consultation session is to discuss lessons learned from previous PMT 401 and PMT 402 classes, help each PM/DPM build his/her case study problem statement, and answer any questions relating to the current PM/DPM program.

C.3.5.3 The War Room complex/SMEs shall be available to the PMT 402 students to discuss the problem statement and assist the PM student in fleshing out their case study. At a minimum, the contractor shall create an overview of the pre-PMT 401 or 402 Problem Statement development, a compendium of program management lessons learned, and the outline for a brain storming session to be held in the war room complex. These sessions shall be offered approximately 4 times per year. Each student will spend approximately 4-8 hours in the war rooms.

C.3.5.4 The contractor shall provide SMEs to assist a government-identified third party to develop a technical/digital multimedia documentary of the History of Acquisition. The production shall be approximately seven segments, each one hour in length. The

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documentary shall be the history of Acquisition and may include the evolution of the Navy, through the various existing war rooms.

C. 3.5.5 The contractor shall develop a professional consultation format for prospective PEOs, PMs, APs, distinguished visitors, or other dignitaries, approved by the DACM.

C.3.5.6 For PEOs/PMs that have visited the war room and have a unique/tailored follow-on requirement for consultation, or visits by them or personnel from their programs/offices, the contractor shall prepare a recommendation, with level of effort, on recommended areas for discussion and actions to meet the PEOs/PMs requirements.

C.3.5.7 For other requests for visit and/or consultation sessions not covered under Task 1 pre-approved by the Navy DACM, the contractor shall direct such requests for visits or support to the Navy DACM with a level of effort for Navy DACM approval.

C.3.5.8 The contractor shall provide services to research and develop course material, electronic media, lesson plans, instructor guides, and other required presentation materials used as instruction aids for those courses/War Rooms (Aviation, Acquisition Work Force, and Cyber Security) that the contractor is required to deliver if optional Task 6 is exercised.

C.3.5.9 The contractor shall provide subject matter and technical expertise to assist the government in:

- Broadening the scope of thinking of the Navy's existing and future APs. Utilizing the existing body of work, the contractor shall tailor the existing effort specifically to provide current and future Program Managers a sense of perspective that broadens their understanding of how their particular program fits into the overall strategy of improving war fighting in the United States Navy. Additionally, the contractor shall provide the deep background that exposes them to past histories of failed and successful programs while keeping it in the context of the times in which those programs existed.
- Providing a forum for strategic thought that broadens the perspective and understanding of APs, particularly Program Managers. The contractor shall expose current and future APs to proven methodologies of getting the problems with which they are faced set-up in such a manner as to enhance the prospects of success. The contractor shall instill a "whole Navy" approach in Program Managers using the existing body of work. The contractor shall work with APs to broaden their sense of purpose and include their program in the overall scheme of Navy strategy.

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### C.3.6 Task 6: Create Additional War Room (Aviation, AWF, and Cyber Security)

C.3.6.1 The contractor shall create, maintain, and deliver three additional War Rooms and related training courses for prospective PEOs, PM/DPMs, APs and others as directed by ASN (RDA). The War Rooms shall be Aviation, Acquisition Work Force (AWF), and Cyber Security.

C.3.6.2 The War Rooms initiative provides well researched lessons learned on what has been successful in Shipbuilding/Combat Systems Acquisition as they relate to the current stage of programs. The desired outcomes are:

- broaden perspective from an experiential based learning session that will better prepare for success
- offer a forum for discussion regarding complex acquisition, as well as specific program, challenges
- introduce a team of acquisition experts who might be used as a source of reference in program execution.

- Aviation War Room

The contractor shall address the unique challenges of aviation programs and the responsibilities of the Program Manager, Deputy Program Manager, and staff. The contractor shall address the challenges of developing sensors, weapons, and other naval aircraft systems. The contractor shall provide a detailed look at how naval aircraft are constructed, converted, and modernized, including studies of past and contemporary aircraft that acquisition professionals may find useful in their own programs.

- Acquisition Workforce War Room

The contractor shall examine the Navy's Acquisition Workforce history from an organizational perspective. The contractor shall address the evolution of the Workforce organizations formed and respective chains of command. The contractor shall address what is the right size of the workforce, what is the right type of training required, and when is that training required. The acquisition workforce has changed dramatically over more than 200 years, and this War Room shall take students through that change.

- Cyber Security War Room

The contractor shall address the unique challenges of the body of technologies, processes, and practices designed to protect networks, computers, programs and data from attack. The contractor shall discuss the problematic elements of cyber security and how to focus on a threat that is advancing quicker than we can keep up with. The contractor shall discuss proactive and adaptive

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approaches during the challenges of developing weapons and other naval systems.

The courses for these War Rooms shall at a minimum have the following:

- Outline – stating the purpose of the War Room and the relationship to the other War Rooms
- Training Objectives – Examine the relevance to the fleet, define the scope with the express purpose of expanding the student's view, impress on the students that change has always been a constant, reinforce and expand upon specific areas such as production, construction, commercially mass produced aircraft verses commercially produced aircraft, and discuss how design is different today.
- Learning Objectives – Reinforce the training objectives by summarizing the lessons that were developed in terms of the ASN(RD&A) Key Tenets:
  - Getting the Requirements Right
  - Perform to a Stable Plan
  - Make Every Dollar Count
  - Foster a Healthy Industrial Base
  - Relying on an Experienced Acquisition Workforce

The contractor shall ensure that any additional War Room created by this Task is included and maintained in the portable version, is Internet/Intranet capable, and is 508 compliant, or shall provide a suitable alternative after any revisions or maintenance changes are implemented.

### **C.3.7 Task 7 - Transition-In and Out Services**

The Contractor shall perform transition services necessary to ensure an effective transition-in and transition-out of contractor support and continued system operations and maintenance, as well as an orderly transition period without any interruption or loss of proficiency of services within 30 calendar days.

#### **C.3.7.1 Transition Plan**

The Contractor shall develop a Draft Transition Plan covering transition in activities that shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor /government personnel. The contractor shall ensure that there will be minimal service disruption to vital Government business and operations during

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transition. The Transition-In period shall begin at task order award and all transition activities shall conclude within 30 calendar days of task order award.

The contractor shall provide an updated Transition-In Plan, based on the contractor's draft Plan submitted with the proposal, to be approved by the Government. The contractor shall execute the transition in IAW the approved Transition-In Plan.

### **C.3.7.2.2 Perform Transition-In**

The Government is currently receiving services under an existing task order. The successful contractor shall perform transition-in services necessary to provide a smooth and efficient transition from the existing contractor without any interruption or degradation in any services.

The contractor shall prepare and submit a draft transition plan detailing the plan, staffing, and other information necessary to seamlessly transition from the existing task order without interruption or degradation in any services. Transition-In services shall occur from date of award and shall last no more than 30 days. The Transition-In Plan shall identify Points of Contact (POCs) for liaison between the Government, the prime contractor, and other contracted industry partners to ensure a proper and orderly transition and transfer of services and assets between the parties cited.

**No transition-in services are anticipated from the incumbent.**

### **C.3.7.2.3 Perform Transition Out**

Perform Transition-Out. The Contractor shall develop a Transition-Out Plan that shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor /government personnel at the expiration of the task order. The Contractor shall provide a Transition-Out Plan No Later Than (NLT) 90 days prior to expiration of the task order.

## **C.3.8 Task 8 - Relocation to a Government Facility (OPTIONAL)**

C.3.8.1 The contractor shall develop a draft plan to move the War Rooms from their current contractor-owned location to a Government facility within 35 miles of the current site.

### **C.3.8.2 Perform Relocation**

The contractor shall implement the relocation plan approved by Navy DACM if Optional Task 8 is exercised.